

# NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

## ORDER FOR COPIES OF CIVIL CASES

### Copy Packages Available

**Entire Case File:** Includes all documents in a case file. The package price includes a maximum of 70 pages. Copies over the package maximum will be charged per copy. We will notify you if the total number of copies will exceed 70 pages.

**Docket Sheet:** A list of documents filed in a civil action. An outline of the case. The package price includes a maximum of 20 pages. We will notify you if the total number of copies will exceed 20 pages.

**\*Certification:** A seal certifying copies to be a valid reproduction of the file. This is available for an additional charge for all packages delivered by mail or express shipping. Certification for faxed copies is not available.

If you **do not** want the **Entire Case File copied**, you can make an appointment to review the file at our facility and select the documents needed, or you may contact the court where the case was closed or filed to make arrangements to review the case at the court location.

**To make an appointment to review the file, call us at: 817-551-2000, Monday–Friday (excluding Federal holidays), 8:00 a.m. to 4:00 p.m.**

### General Information

- Use a separate NATF Form 91 for each file that you request. **Discard this instruction sheet.** You must complete blocks 3–7 or we cannot search for the file.
- Please allow 2-3 business days for processing your order.
- If paying by check or money order, a separate payment is required for each individual request.
- We will notify you if your package exceeds the page limit; a \$0.50 per copy fee will need to be applied for each additional page copied.
- Orders can be sent by overnight delivery (FedEx) at an additional charge.
- Orders can be faxed if the page count is 25 pages or less. All orders exceeding 25 pages will need to be mailed.
- Request may be returned if the necessary information is not supplied or if the credit card is declined. Case information should be obtained from the court in which the case was filed.
- Please note that contents of recent cases may be in both electronic and paper form. If we cannot provide you with documents you request we will refer you to the Court that adjudicated the case.
- Questions? Concerns? Contact our Research Room staff at the number shown above.

**We only service the ENTIRE CASE, so you may consider other options listed below:**

(1) You may contact the court that transferred the case and have the court request the case from us. You will then make arrangements to obtain the copies you need from the court.

(2) You may make an appointment to review the case at the National Archives at:

**NARA, Southwest Region – 1400 John Burgess Drive, Fort Worth, TX 76140**

You will need *the accession, box and location numbers, case number, and file number and name*

**BEFORE** making the appointment.

The fees for photocopying cases reviewed at our facility are \$.50 per page and \$6.00 per certification.

We accept CASH, Visa, MasterCard, Discover, and American Express credit cards, personal or business checks.

(3) You may contact a courier service to set an appointment to review the file here at our facility.

**If you choose this option, you should make your arrangements directly with the service.**

### PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2108. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about the records. The information is used by NARA employees to search for the record; to respond to you; to maintain control over information requests received and answered; and to facilitate preparation of internal statistical reports. If you provide credit card information, that information is used to bill you for copies.

### PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

A Federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current valid OMB control number. The OMB Control No. for this information collection is xxxx-xxxx. Public burden reporting for this collection of information is estimated to be 10 minutes per response. Send comments regarding the burden estimate or any other aspect of the information collection, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park MD 20740. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS INDICATED ON THE FORM ITSELF.

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## ORDER FOR COPIES OF CIVIL CASES

**1. LOCATION:** NARA, Southwest Region –  
1400 John Burgess Drive, Fort Worth, TX 76140  
**Fax: (817) 551-2037 EMAIL: TERCS.FTWORTH@nara.gov**

**2. AREA SERVED:**  
Texas, Arkansas, Oklahoma, Louisiana

**3. SELECT COPY PACKAGE ( select only one)**

***Copy Package Not Certified***

- ☐ Entire Case File — **\$35.00** (70 page maximum)  
☐ Docket Sheet — **\$10.00** (20 page maximum)

*Pages exceeding the package maximum require an additional \$0.50 per copy charge. We will notify you for approval of charges before copying is done.*

***Copy Packages Certified***

- ☐ Entire Case File Certified — **\$41.00**  
☐ Docket Sheet — **\$16.00**

**\*\*\*\*\*E-Mail & Faxing NOT Available\*\*\*\*\***

*Pages exceeding the package maximum require an additional \$0.50 per copy charge. We will notify you for approval of charges before copying is done.*

**4. CASE INFORMATION (CALL the court in which the case was filed TO FILL IN THE BOXES BELOW)**

COURT LOCATION (city & state)	CASE NAME(S)	CASE NUMBER
ACCESSION/TRANSFER NUMBER	BOX NUMBER	LOCATION NUMBER

**5. DELIVERY METHOD** ☐ e-mail (supply e-mail address to send to): \_\_\_\_\_

☐ Fax-25 page limit ☐ Mail ☐ FedEx (additional \$25.00) ☐ Fed Ex Account# \_\_\_\_\_

**6. YOUR DELIVERY INFORMATION**

***MAIL COPIES TO(please fill out even if faxing):***

NAME	APT. # / SUITE #
ADDRESS	
CITY	
STATE AND ZIP	
DAYTIME TELEPHONE NUMBER-- (THAT YOU CAN BE REACHED AT)	

***FAX COPIES TO:***

***(maximum 25 pages-not available for entire packages)***

FAX NUMBER
ATTENTION
DAYTIME TELEPHONE NUMBER-- (THAT YOU CAN BE REACHED AT)

**7. YOUR PAYMENT INFORMATION**

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ACCOUNT NUMBER	EXPIRATION DATE
NAME ON CARD	
SIGNATURE or THREE DIGIT SECURITY CODE (on back of charge card)	

***Check or Money Order***

Make your check or money order  
**A SEPARATE ONE FOR EACH  
CASE ORDERED**

payable to:

**National Archives  
Trust Fund (NATF)**

Mail your request form **with payment**  
to the address shown in **block 1** at  
the  
top of this page.

***NARA USE ONLY***

SEARCHER	DATE	PAYMENT: <input type="checkbox"/> Paid  Check # _____
REMARKS  <input type="checkbox"/> Review - Date: _____ Time: _____		